



SC – PAY GRADE 17

EXECUTIVE ADMINISTRATIVE ASSISTANT

DUTIES AND FEATURES OF THE CLASS:

Performs complex, confidential administrative duties requiring broad experience, skills and knowledge of the County's policies and practices. Work requires the exercise of judgment and tact in dealing with the public and those persons visiting the County Administrator and other County Officials. Work is performed under the general direction of the County Administrator. Immediate supervision may be exercised over the work of subordinates.

EXAMPLES OF WORK:

Coordinates, schedules and maintains calendar for appointments, meetings and travel itineraries for the County Administrator; prepares correspondence, memoranda, documents, presentations; reports, articles, e-mails, spreadsheets, ordinances, and other materials observing strict confidentiality; prepares and distributes minutes of meetings; receives the public and answers questions in person and by telephone ensuring that all interactions between the organization and others are positive and productive; responds to inquiries from employees; attends staff, committee, and other professional meetings; researches topics; may utilize the assistance of one or more lower level secretaries; performs routine office tasks such as setting up and maintaining files, processing mail, faxing and photocopying; prepares and coordinates events involving large groups and functions to include details such as catering and/or refreshments; performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of public administration and County government functions; ability to promote an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of customer service; must have high level of interpersonal skills to handle sensitive and highly confidential situations; strong skills with regard to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines as well as being adaptable and flexible with regard to workflow changes; thorough knowledge of modern office practices and procedures; ability to grasp and resolve complex administrative issues; ability to organize and prioritize daily tasks with minimal direction; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, elected officials and the general public; flexible work schedule with the ability to arrive early and/or stay late when needed.

QUALIFICATIONS:

Minimum High School diploma or GED with at least (7) seven years related experience in office principles and practices/business administration OR an Associate's degree with at least (5) five years' experience in office principles and practices/business administration OR a Bachelor's degree with at least (3) years' experience in overseeing office operations; excellent customer service and organizational skills; motivated and detail oriented; excellent verbal and written communication skills; strong team player; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required; preference to individuals with experience reporting directly to senior management or senior executive; supervisory experience is preferred.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

Revised 11/2019